

STANDARDS AND PROCEDURES		
ARIZONA DEPARTMENT OF ADMINISTRATION		IT DIVISIONS (ISD & ITSD)
Section:	06	Title: Information Security
Sub Section:	01	Title: General Policy
Document:	06	Title: Security Awareness

1. STANDARD

ISD will provide an ongoing awareness and training program in information security, loss prevention and in the protection of state information resources for all personnel. Awareness training sessions for these personnel will be held at least annually. Further, awareness and training in security will not be limited to formal training sessions, but will include periodic briefings and continual reinforcement of the value of security consciousness and safety practices for all employees.

1.1. Summary of Standard Changes

1.2. Purpose

Inform employees of the risks to state assets, management's policies, and safety procedures to prevent occurrences of security violations and damage to any of the state's assets.

1.3. Scope

Applies to all ISD personnel and on request any of their customers.

1.4. Responsibilities

The ISD Security Manager is responsible for providing a continuing awareness program informing and reinforcing the security and safety measures necessary to protect state assets and to provide a safe environment for employees and customers.

1.5. Definitions and Abbreviations

1.6. Description of Standard

The Awareness Program will provide, but not be limited to the following elements used to promote to protection of state assets and safety of its employees:

1.6.1. **New Employee Orientation.** Each new employee should be required to attend an orientation, which explains ADOA's security policies and procedures. After the orientation, each employee should sign an acknowledgment of having attended the orientation and understands ADOA's security requirements. Each new employee should receive a copy of the acknowledgment and of ADOA's security policies and procedures.

1.6.2. **ADOA's Security Requirements.** Annual training programs should address information security requirements and their importance to the organization in terms of ADOA operations and the activities of ADOA personnel. Examples of topics include:

Public access to information

Policy against using state resources for personal purposes

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Disposal of confidential documents
 Protecting passwords
 Message authentication and data encryption
 Privacy and confidentiality
 Copyright protection and the use of copyright material
 Work habits in relation to security
 Personal safety

1.7. Implications

All employees will attend, with the support of all levels of management, awareness training, and will practice the skills and principles advocated by the program.

1.8. References

1.9. Attachments